

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service
Washington 25, D.C.

January 23, 1969

IN REPLY REFER TO:

- Mr. Joseph C. Goodwin
Assistant to the Director
Central Intelligence Agency
Washington, D.C. 20505

6114.1.01 Helms (810)

Dear Mr. Goodwin:

The Joint Committee on Printing has requested the Office of the Federal Register to assist in the preparation of a new edition of the Congressional Directory. Enclosed is a copy covering your agency as it appears in the current Directory. Please review and return this material as soon as possible, but not later than Friday, January 31.

In listing the telephone number of your agency, please include your Government Code number and the number of the extension which normally serves incoming calls. In listing all addresses, please include the postal ZIP code number.

The enclosed sheets of pasted-up copy should be returned, even if new copy is submitted.

Any questions regarding this material should be referred to Mrs. Rosser or Miss Morgan in this Office (Code 13, Ext. 36256).

Sincerely yours,

Warren R. Reid
Warren R. Reid
Director
Presidential and Legislative Division
Office of the Federal Register

Enclosure

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Federal Register*

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington, D.C. 20408

February 14, 1968

IN REPLY REFER TO:

To : U.S. Government Organization Manual Liaison Officers
From : D. C. Eberhart, Director, Office of the Federal Register
Subject : 1968-69 edition of the Manual

Enclosed are two copies of your agency's statement as published in the 1967-68 edition of the U.S. Government Organization Manual. We shall appreciate your assistance and cooperation in the prompt revision and return of the "Manual" copy not later than Monday, April 1, for inclusion in the 1968-69 edition. The other copy, marked "Agency", is for your files.

It is imperative that we restrict the length of statements published in the Manual. The enclosed "Rules for Preparing Manuscript" is designed to assist you in keeping your material brief.

In order to save time and to avoid unnecessary typing and checking, please indicate minor changes or corrections in pencil on the submitted copy. If a substantial portion of the material is retyped, the original and one copy, double spaced, should be submitted.

As you know, the Manual is published once a year and bears a June 1 date. Although we must send your copy to the Government Printing Office early in April, fairly extensive changes may be made through May 1. Minor changes and changes in personnel listings may be made through June 1. These may be telephoned to Mrs. Chance or Mrs. Rosser on code 13, extension 36256.

V. C. Eberhart

Enclosure

RULES FOR PREPARING MANUSCRIPT FOR
THE UNITED STATES GOVERNMENT ORGANIZATION MANUAL

1. General considerations.

When preparing or revising material for the United States Government Organization Manual drafting officers should keep its primary function in mind at all times. This function is to tell people, briefly and plainly, what they need to know in order to contact their federal government for any reasonable purpose.

Agency statements for the Manual should therefore be written with the public in mind. They should be short, simple, and readable — as free as possible from long or involved sentences. Drafting officers should aim at simplicity also in the content and organization of the material. The user should be able to find basic information quickly, and he should be guided readily to those points within an agency with which he is likely to have dealings or from which further information may be obtained.

2. Estimating length of copy.

The Manual is a ready reference handbook. It has grown considerably in recent years and has already exceeded the optimum size. The Director, Office of the Federal Register, is authorized by regulation to apportion space within the Manual (1 CFR 31.19).

In estimating the length of revised copy the following may be helpful:

- (1) A printed page averages 500 words.
- (2) Two pages of typewritten material (double-spaced on 8x10 $\frac{1}{2}$ inch paper, with 1-inch margins) will average one printed page.
- (3) Personnel listings average 67 lines per printed page. This does not necessarily mean 67 names since long titles may run over on a second or third line.

3. Personnel listings.

The Manual is not a directory. In 1951 the Joint Committee on Printing deleted the section on "Duties" from the Congressional Directory, establishing that publication as the official directory and recognizing the Manual as the official handbook on organization. The list of

personnel must be restricted to officials heading major operating units at the divisional level or above. It should be further restricted where the official, however high, is not directly in contact with the public.

4. Creation and Authority.

Some of the departments and larger agencies cover matters of creation and authority in detail at the departmental level and again at the bureau level. The public normally deals with bureaus or other subordinate agencies. Such detail as is necessary, therefore, should appear at the normal point of reference rather than at the departmental level. Examples of brief but adequate treatment at the latter level appear at pages 326 and 517 of the 1966-67 edition of the Manual.

The heading "Creation and Authority" is intended to cover material describing an agency's current structure. Historical information relating to operations or components prior to their reorganization by statute, reorganization plan, etc., will be omitted under this heading. Such information should appear only in Appendix A of the Manual. Matters excluded under this heading should be proffered for inclusion in Appendix A.

5. Purpose.

In this paragraph the drafting officer should explain in simple language the principal considerations underlying the establishment of the agency. Usually this can be accomplished in one or two brief sentences. Historical, procedural, functional, or organizational material should not be included. Examples of brief but adequate paragraphs under this heading appear on pages 298, 413, and 438 of the 1966-67 Manual.

6. Organization.

When the organization chart of a department or major agency is included, reference to the chart is usually sufficient. In other cases a paragraph outlining the lines of authority down to the bureau, service, administration, etc., level should be included.

7. Functions and Activities.

These headings are intended to cover brief descriptions of the agency's primary responsibilities. Many agencies devote space unnecessarily to staff functions and to subordinate or supporting activities. While these matters are of importance to the agency, the public is not as a rule concerned with them. The United States Government Organization Manual should not retrace all of the ground covered by an internal management manual.

A few agencies incorporate extensive procedural material under these headings. The Manual should not be used to summarize or explain agency procedural or substantive rules. Citations to the full-text publication of these rules in the Code of Federal Regulations have been provided by the Federal Register staff as a guide to users of the Manual desiring information of this type.

8. Charts.

Clear prints (preferably glossy) suitable for photographing should be submitted in duplicate. Since agency functions are described in the text, the charts should be restricted to organization down to the bureau level or equivalent.

Charts should be kept simple, as they must be reduced for reproduction on the small Manual page. Charts containing excessive detail and which will be illegible when printed, will not be accepted.

9. List of publications for Appendix B.

Appendix B is designed to show examples of representative types of published material available from Government agencies. It is not intended to serve as an order list. When new publications are added, others should be removed from the list.

POLICY FILE COPY

Central Intelligence Agency

Washington, D.C., 20505. Phone, 351-1100

Director RICHARD HELMS.
 Deputy Director VICE ADM. RUFUS L. TAYLOR, USN.

497b CREATION AND AUTHORITY.—The Central Intelligence Agency was established under the National Security Council by the National Security Act of 1947 (61 Stat. 496, 498; 50 U. S. C. 403). The Director and Deputy Director are appointed by the President by and with the advice and consent of the Senate.

PURPOSE.—For the purpose of coordinating the intelligence activities of the several Government departments and agencies in the interest of national security, the Agency, under the direction of the National Security Council:

1. Advises the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to national security.

2. Makes recommendations to the National Security Council for the coordination of such intelligence activities

ties of the departments and agencies of the Government as relate to the national security.

3. Correlates and evaluates intelligence relating to the national security, and provides for the appropriate dissemination of such intelligence within the Government using, where appropriate, existing agencies and facilities.

4. Performs, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally.

5. Performs such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct.

Approved.

RICHARD HELMS,
 Director.

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2-15-68. I checked this reference with [redacted] who also compared it with [redacted]. The citation 497 is precise and should be used. [redacted]

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returned 2/15/68